Last Update Date: 02/04/2015

Voucher Activity Inquiry Page Recommendations

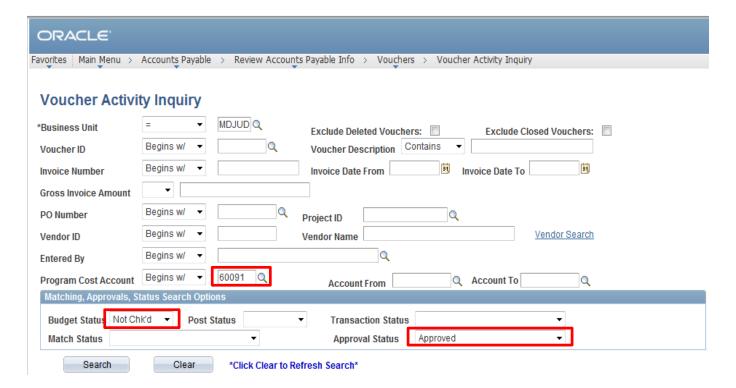
The Department of Budget and Finance (DBF) is recommending that you use the new Voucher Activity Inquiry page on a regular weekly basis to retrieve critical voucher information to ensure that your vouchers are being processed in a timely fashion. Often times, vouchers do not make it to the DBF queue because one or more processes have not been completed on the voucher, such as budget checking, or approval. By following the below recommended actions, vouchers can be more closely monitored and missing actions can be completed to allow the voucher to be processed.

Navigation to the Voucher Activity Inquiry report as follows:

Main Menu>>Accounts Payable>>Review Accounts Payable Information>>Vouchers>>Voucher Activity Inquiry

Approved but not Budget Checked-

To perform this inquiry, record your *PCA* in the *Program Cost Account* area. Then select *Not Chck'd* under *Budget Status* and *Approved* under *Approval Status*. This inquiry will display vouchers that have been approved but not budget checked. Vouchers in this status will NOT go to the Accounts Payable (AP) queue for further processing. See example below-

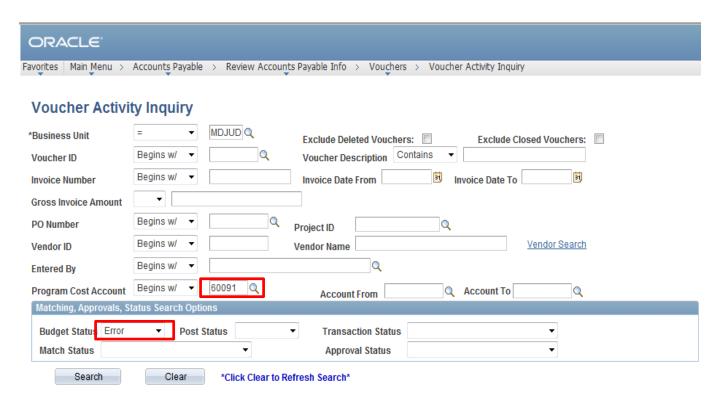


REQUIRED ACTION – Open the existing voucher and perform budget checking and then save the voucher. The voucher will then be finalized and ready for DBF to review and process.

Voucher Activity Inquiry Page Recommendations

Vouchers in Budget Error Status-

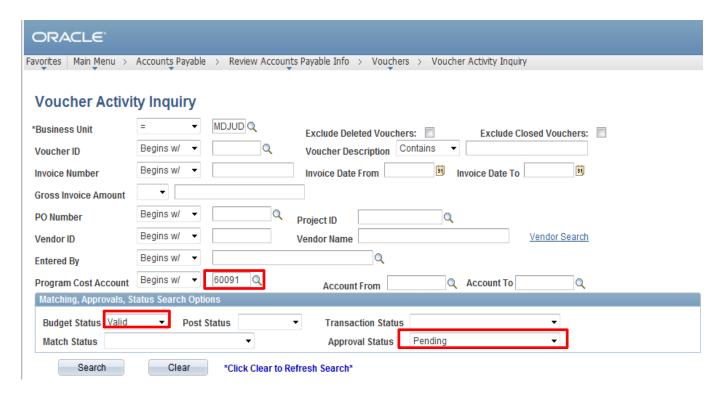
To run this report, record your *PCA* in the *Program Cost Account* area. Then select *Error* under *Budget Status*. This inquiry will show vouchers that received an error in the budget checking process. Vouchers in this status will NOT go to the AP queue for further processing. (This does not apply to those vouchers that only received a budget warning during the budget checking process.) See example below-



REQUIRED ACTION – Open the existing voucher and review the "Budget Exception" on the Summary Tab by clicking the blue hyperlink for further details. On the page presented, you can also select the Budget Chartfields tab to see the actual accounts that have issues. The budget errors need to be resolved for the voucher to be ready for DBF to review and process. Please contact DBF if you should need assistance.

Budget Checked but Not Approved-

To perform this inquiry, record your *PCA* in the *Program Cost Account* area. Then select *Valid* under *Budget Status* and *Pending* under *Approval Status*.



REQUIRED ACTION – Contact your approver to request that they approve the required voucher. If you are not sure who the approver is, open the existing voucher and under the Summary Tab, click on the blue Approval History hyperlink. A new window will open and then you can click on the approver link to see the identified approver(s). Once the voucher is approved, it will be ready for DBF to review and process.

SUMMARY -

As shown with the above scenarios, this Voucher Activity Inquiry page can be very useful to be proactive with your voucher management. All vouchers should be monitored and required actions taken on a regular basis to ensure timely payment to our vendors. As always, any questions, please reach out to staff member of DBF.